VINAYAKA MISSION'S RESEARCH FOUNDATION
(Deemed to be University under section 3 of the UGC Act 1956)

AVMC
AARUPADAI VEEDU MEDICAL COLLEGE

Vinayaka Mission's Research Foundation (Deemed to be University)

Aarupadai Veedu Medical College & Hospital

STUDENTS CODE OF CONDUCT

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SECTION: I

PART-I

GENERAL INFORMATION

Administrators

Chancellor: Dr. S. Ganesan

Vice -Chancellor: Dr. P. K. Sudhir

Dean: Dr. Rakesh Sehgal

Dean HPE: Dr. Mahalakshmi VN

Medical Superintendent: Dr. Satish Korah Kuruvila

Deputy Medical Superintendent 1: Dr D Arunachalam

Vice Principal (Admin & Student Progression): Dr. T. Rajan

Vice Principal (Academics): Dr. R Latha

Vice Principal (Student Affairs): Dr. Lakshmi Jatiya

RMO: Dr Ashwyn Anand Nelson

Definitions

As used in this chapter, unless the context requires otherwise:

i. **"College"** means- Constituent Unit of Vinayaka Mission's Research Foundation-Deemed to be University

ii. **"Administration"** and **"administrator"** include Dean, Medical Superintendent, Dean HPE, VP (Admin & Student Progression), VP (Academics), VP (Student Affairs), Heads of the Departments, Chief Warden, Wardens and everyone else designated as a member of the administration by the authorities.

iii. **"Arbitrary or capricious"** refers to willful or unreasonable action, taken without consideration of, or in disregard of, facts or circumstances of a particular case.

iv. **"Assembly"** means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons, or group of persons.

v. **"College community"** is composed of all individuals who are employed by the college.

vi. **"College facilities"** mean and include any and all real and personal property owned, rented, leased or operated by the College, and shall include all buildings attached thereto and all parking lots and other grounds.

vii. **"Representative"** means a person appointed in writing by an officer or other person designated in a role to perform a function/ to perform that function on the appointer's behalf.

viii. **"Disciplinary action"** shall mean and include reprimand, probation, suspension, dismissal, monetary fine, rustication, and any other action taken against a student as a sanction or penalty for violation of a designated rule of student conduct.

ix. **"Faculty member"** mean any employee of college / who is employed on a full- or part-time basis as a teacher,

x. **"Hospital"** means patient care and student training buildings of AVMC, PHCs & UHCs, satellite centres attached to AVMC

xi. **"Rules of student conduct"** shall mean those rules regulating student conduct as herein adopted.

xii. **"Student"** is any person who is enrolled (includes undergraduate and postgraduate students)

PART-II
NON-ACADEMIC RULES AND REGULATIONS

II. (A). NON-ACADEMIC RULES AND REGULATIONS:

1. For the purpose of determining identity of a person as a student, any faculty member, college administrator, or representative of the Dean may demand that any person produce evidence of student enrollment at the college. Presenting a current student **identification card with a photo I.D**. card will be deemed proof of student status.

2. Refusal by a student to produce identification as required shall be cause for disciplinary action.

II. (A). 1. Freedom of Expression:

The right of free speech is fundamental to the democratic process. Students and other members of the college community shall be free to express their views or support causes by orderly means that do not disrupt the regular and essential operations of the college.

II. (A). 2. Dress Code

Suggestive, provocative clothing is not allowed to be worn in the college campus or college sponsored activities. Clothing that is judged by the college administration to be disruptive to the orderly functioning of the college and hospital either by virtue of the design or in the manner in which it is worn is also forbidden.

Dress code is already circulated among students for strict compliance and are advised to adhere to:

a) Clothing or material that is transparent / inappropriate for Institute or offensive to any group is not permitted. This includes, but not limited to, material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
b) Headwear is not permitted. This includes but is not limited to hats, visors, bandannas and hoods (Exceptions may be granted based on religious and medical reasons with proper verification).
c) Sunglasses are not permitted except during outdoor activities.
d) Jewellery that poses a safety hazard to the student or other students/ patients is not permitted.
e) Sleepwear and sleepwear type clothing are not permitted.
f) It is must for all the students, interns and postgraduate students to wear white apron with name plate when they are in classroom, practical hall, dissection hall, demonstration room, museum, wards, outpatient departments and other sections of hospital.
g) Students must wear a **photo ID** card of the institution while attending class, practicals, wards, OPDs and other sections of college and hospital.
h) Students are expected to wear decent footwear for ladies and black shoes for gents while attending class, practicals, wards, OPDs and other sections of college and hospital.

Note: Administrators have the discretion to exercise their judgment to determine if a student's attire is considered disruptive, distracting or indecent.

II. (A). 3. Assembly of students:

I. Students can assemble at college facilities that are generally available to the public. Such assembly shall:

a) Be conducted in an orderly manner;
b) Not unreasonably interfere with vehicular or pedestrian traffic;
c) Not unreasonably interfere with classes, schedules, meetings or ceremonies and
d) Not unreasonably interfere with the regular activities of the college.

II. A student who conducts or participates in an assembly in a manner which causes or helps to cause a violation of this section shall be subject to disciplinary action.

III. Sound amplifying equipment shall not be used without permission of the administration

II. (A). 4. Inviting Outside Speakers

Student Council, after written permission from the Dean, may invite a speaker to the college, subject to any restraints imposed by law. The appearance of an invited speaker at the college does not represent an endorsement, either implicit or explicit, by the college. The scheduling of facilities for hearing invited speakers shall be made through the Dean's office. The **Dean must** be notified in writing at least four academic days prior to the scheduled talk of an invited speaker. Request letters shall include time, location and sponsoring organization. The **Dean** may approve or disapprove the program. It is and solely dependent on **Dean's** discretionary powers.

II. (A). 5. Sale of Personal Property

Students shall not involve in any such practices at all and if any student involves in such acts outside the campus, authorities are not responsible for such acts.

II. (A). 6. Distribution of Materials:

a) Handbills, leaflets, newspapers and similar materials may be distributed free of charge upon college facilities/ cultural events/ sports events/ other with prior approval by the **Dean**, provided that such distribution does not interfere with the movement of persons or interfere with the free flow of vehicular or pedestrian traffic.
b) All students and staff shall inform **Dean's** office prior to distributing any handbill, leaflet, newspaper or related matter, including, but not limited to, materials to be posted on college bulletin boards.
c) The distribution of materials is also prohibited in parking areas.
d) All handbills, leaflets, newspapers and similar materials should identify clearly the organizers of the event.
e) Distribution by means of accosting individuals or unreasonably disruptive behavior is prohibited.
f) Any student who violates any provision of this rule relating to the distribution and sale of

handbills, leaflets, newspapers or similar materials shall be subject to disciplinary action.

g) Any distribution of the materials regulated in this section shall not be construed as approval or endorsement of the same by the college.

II. (A). 7. Denial of Access to College Campus

a) The **Dean** may deny admission to a prospective student, or continued attendance to an enrolled student, if it reasonably appears that by the student's presence or conduct, creates a disruptive atmosphere within the college or poses substantial risk of actual harm to a member of the campus community.

b) Denial of access decisions may be appealed, as or like disciplinary actions, to the disciplinary board or academic board, whichever is designated by the **Dean**.

II. (A). 8. Trespass:

a) In the instance of any event that the **Dean** deems to be disruptive of order, or deems to impede the movement of persons or vehicles, or deems to disrupt or threaten to disrupt the movement of persons from college facilities, the **Dean** can:

I. Prohibit the entry of any person, or withdraw from any person permission to enter into or remain upon any portion of a college facility;

II. Give notice against trespass to any person from whom the permission has been withdrawn or who has been prohibited from entering into or remaining upon all or any portion of a college facility;

III. Order any person to leave or vacate all or any portion of a college facility.

IV. Friends of any student either directly or indirectly involved in any kind of illegal/ indisciplinary activities will be sternly dealt with. Students of such prople will also be penalized.

Any student who disobeys a lawful order given by the **Dean,** shall be subject to disciplinary action

Liable to punishments like:

- Fine of Rs. 10,000/- with warning for the first time
- Fine of Rs. 20,000/- for the second time and legal action

II. (A). 9. Smoking:

Smoking in the college campus is STRICTLY PROHIBITED. Violations of this act shall be cause for disciplinary action

Liable to punishments like :

- Fine of Rs 5,000/- with warning: First time offender
- Fine of Rs. 10,000/- with expulsion from the Hostel: Second time offender
- Fine of Rs. 50,000/- with Academic suspension for one term from College: Third time offender

II. (A). 10. Liquor:

Any student who, while in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of / sells /distributes any liquor, in violation of law shall be subjected to disciplinary action.

Liable to punishments like:

- Fine of Rs 10,000/- with Warning and Expulsion from the Hostel to a maximum of 3 months: First time offenders
- Fine of Rs. 30,000/- with Suspension for ONE Academic term from the College and take de-addiction counselling: Second time offenders
- Fine of Rs. 50,000/- with Suspension for TWO Academic terms from the College: Third time offender
- If found as repeated Offender dismissal from the college.

II. (A). 11. Drugs/Substance Abuse:

Any student who, while in any college facility or participating in a college related program, uses, possesses, consumes, is demonstrably under the influence of / sells any narcotic drug or controlled substance, in violation of law, shall be subjected to disciplinary action.

Legal action as per law and

- Fine of Rs 50,000/- with Warning and Expulsion from the Hostel: First time violation
- Fine of Rs. 80,000/- with Suspension for ONE Academic term from the College: Second time violation
- Fine of Rs. 1,00,000/- with Suspension for TWO Academic terms from the College: Third time violation
- If found as repeated Offender dismissal from the college

II. (A). 12. Conduct at College Functions:

Any student who significantly disrupts any college function by intentionally engaging in conduct that renders it difficult or impossible to continue such a function in an orderly manner, shall be subjected to disciplinary action.

Liable to punishments like:

- Fine of Rs 10,000/- with Warning: First time violation
- Fine of Rs. 20,000/- with Suspension of 15 days from the College: Second time violation
- Fine of Rs. 30,000/- with Suspension for ONE Academic term from the College: Third time violation.

II. (A). 13. Theft; Stolen Property; Robbery:

Any student who, while in any college facility or participating in a college related program, commits theft or possesses stolen property, or commits robbery, shall be subjected to disciplinary action.

Legal action as per Law and Liable to punishments like:

- Fine of Rs 10,000/- with Warning: First time offender
- Fine of Rs. 20,000/- with Suspension of 2 months from the College: Second time offender

- Fine of Rs. 30,000/- with Suspension of Academic one term from the College: Third time offender

II. (A). 14. Damaging Property:

1. Any student who causes or attempts to cause physical damage to property owned, controlled, or operated by the college or to property owned, controlled, or operated by another person while said property is located on college facilities, shall be subjected to disciplinary action.

   Any student who in this or any other manner is guilty of malicious mischief shall be subject to disciplinary action

Liable to punishments like:

- Compensation of damaged property along with Fine of Rs 20,000/- with Warning: First time violation
- Compensation of damaged property along with Fine of Rs. 30,000/- with Suspension of one term from the College: Second time violation
- Dismissal from the College: Third time violation

II. (A). 15. Interference; Intimidation:

Any student who, while in any college facility or participating in a college related program, interferes by force or violence with, or intimidate by threat of force or violence, another person who is in the peaceful discharge or conduct of his/her duties or studies, shall be subjected to disciplinary action.

Liable to punishments like:

- Fine of Rs 20,000/- with Warning: First time violation
- Fine of Rs. 30,000/- with Suspension for 2 months from the College: Second time violation
- Fine of Rs. 50,000/- with Suspension for Academic one term from the College: Third time violation

II. (A). 16. (a). Ragging (As Per NMC and UGC guidelines)

Broadly speaking Ragging is:

The Ragging is defined as any disorderly conduct, whether by words spoken or written or by an act, has the effect of teasing, treating, or handling with rudeness a fresher or a junior student. Indulging in a rowdy or undisciplined activity that causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a fresher or junior student. Asking the students to do any act or perform something that such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student. This can lead to adverse effects such as depression, anxiety, and sometimes even suicide.

Suggested Punishment Provisions:

1. Any student or group of students found guilty of ragging on campus or off campus shall be liable to one or more of the following punishments:

2. Debarring from appearing in any sessional test/ university examination or withholding results
3. Suspension from attending classes and academic privileges.
4. Withdrawing scholarships and other benefits
5. Suspension from the college for a period of one month
6. Cancellation of admission
7. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc
8. Suspension/expulsion from the hostel
9. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
10. Expulsion from the institution and consequent debarring from admission to any other institution
11. Fine up to twenty five thousand rupees
12. Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both

Collective punishment - When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers. Any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with the Regulations or fails to punish perpetrators or incidents of ragging suitably is liable to the penalties and punishments as per the provisions of the Regulations. www.antiragging.in/assets/pdf/information/english/what_constitues_ragging.pdf

II. A 16 (c).

IMPLEMENTATION OF THE GUIDELINES FRAMED BY THE MEDICAL COUNCIL OF INDIA TO CURB THE MENANCE OF RAGGING IN MEDICAL COLLEGES.

1) Every student for the purposes of his/her admission to Medical College shall furnish a Character Certificate from the institutions where from he/she has passed his qualifying examination, which would mention the status of his/her behavioral pattern specially in terms as to whether he/she has displayed persistent violent or aggressive behavior or any desire to harm others.
2) The admitting medical institution shall keep intense watch upon students who has a negative entry in this regard.
3) An annual undertaking signed by each student, whether fresher or senior and his/her parent (s) jointly stating that each of them have read the relevant instructions/regulations against ragging, as well as punishments, and that if the ward has been found guilty he/she shall be proceeded against, shall be procured.
4) Such an undertaking shall be furnished in English as well as in vernacular (mother tongue of the parent) at the beginning of each academic year by every student.

5) An undertaking to the similar effect should be obtained every year from each student admitted to the hostel.

6) The undertaking should be appended to the brochure containing the guidelines and other relevant instructions in regard to ragging and consequences of indulging in ragging.

7) The compliance to the above effect shall be ensured by each of the affiliating university to which the concerned medical institution is affiliated and would be verified by the council annually.

8) In order to ensure the ragging free environment in the campus, "each institution shall compulsorily in the prospectus and other admission related documents, shall depict the earlier directions of the Apex court and/or of the Central or State Governments as applicable, so that candidates and their parents are sensitized in respect of the prohibition and consequences of ragging."

9) Each institution should engage or seek the assistance of "professional counselor' at the time of admissions to counsel freshers in order to prepare them for the life ahead, specially for adjusting to the life in hostels.

10) It should be ensured that there would be a clear gap of one to two weeks between the date of joining of freshers and the seniors ensuring that classes for the seniors shall commence later, so as to enable the freshers to familiarize themselves with the campus environment and adjust to the sudden changeover from schools to higher education.

11) It shall be mandatory for the institutions to inform the parents of senior students to send their wards only on the due date of commencement of the academic session and not earlier.

12) All the examining Universities with which the institutions are affiliated or the deemed to be Universities shall compulsorily amend their relevant ordinances or byelaws, as the case may be, to incorporate the schedule gap of one or two weeks between the date joining of freshers and seniors.

13) Each institution shall arrange a joint sensitization "programme and counseling" of both freshers and seniors to be addressed by the Dean/Head of the institution and the Convener of the Anti Ragging Committee. The inmates of the Hostel shall be addressed on this count by the Hostel Warden.

14) Each institution shall have an Anti-Ragging Committee and Anti Ragging Squad, which shall comprise of other than senior teachers of the institution, representatives of Civil & Police administration and local media.

15) Each institution shall constitute a Mentoring Cell" to oversee and involve senior students as Mentors for the freshers.

16) Such a Mentoring Cell shall be constituted at the end of every academic year, where application shall be invited from the students to join the Mentoring Cell as Mentors for the succeeding academic year.

17) An anonymous random survey shall be conducted by each institution across the entire 1st year batch of students every fortnight during the first three months of the academic session in order to verify and cross-check whether the campus is genuinely ragging free or not.

18) The methodology of such survey may be designed by the institution appropriately. However, doing so it shall be ensured that the institution does not compromise with the

anonymity of the whistleblowers.

19) The institution shall ensure that private commercially managed lodges or hostels outside campuses, must be registered with the local Police Authorities and permission to start such hostel or their registration must necessarily be recommended by the Heads of the Medical Institutions.

20) In case the victim of ragging his/her parent/guardian is not satisfied with the action taken by the Head of the Institution or by other institutional authorities, or where Head of the institution is of the opinion that the incident ought to be so reported, it shall be mandatory for the intuition to file a First Information Report with the local police authorities.

21) It must be ensured by each of the institution that the Complaints or information in regard to ragging could be oral or written and even from third parties and the confidentiality thereof must be protected at all costs.

22) Each institution shall ensure that remedial action is initiated and completed within a week of the incident itself, so that complaints do not linger and allow either interest in pursuing the matter to vane or enable the culprits to tamper evidence or influence witnesses. In view of above, you are requested to implement the above guidelines and take immediate action in the matter, accordingly.

For further information please refer to:

1. Gazette Notification of Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009-Implementation of (No.135, August 3, 2009).
2. UGC Regulation, 2009 on curbing the menace of ragging in Higher Educational Institutions,2009-Reg.(F.1-16/2007 (CPP-II, Dated 17th June, 2009)
3. UGC regulation on curbing the menace of ragging in Higher Educational Institutions (First amendment) regulation, 2012
4. UGC regulation on curbing the menace of ragging in Higher Educational Institutions (Second amendment) regulation, 2013
5. UGC regulation on curbing the menace of ragging in Higher Educational Institutions (Third amendment) regulation, 2016

II. A . 17. Offensive Language:

Any student, who, while in any college facility or participating in a college related program, and without a privilege to do so, uses language which he/she knows or should know is offensive to a reasonable person, shall be subject to disciplinary action.

Liable to punishments like:

- Fine of Rs 5,000/- with Warning - First time
- Fine of Rs. 10,000/- with Suspension for 15 days from the College- Second time
- Fine of Rs. 15,000/- with Suspension for Academic one term from the College- Third time

II. (A). 18. Sexual Harassment:

Any student who, while in any college facility or participating in a college related program, knowingly engages in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or academic performance, shall be subject to disciplinary action by the Internal Complaints Committee.

Shall be Punished as per law and

- First time – Rs. 35,000/- with warning and Expulsion from the hostel and suspension for one term from the College.
- Second time – Rs 1,00,000/- with suspension for one year from the college
- Third Time- Expulsion from the college.

II. (A). 19. Forgery or Alteration of Records:

Any student, who, while in any college facility or participating in a college related program, engages in forgery, shall be subject to disciplinary action.

Liable to punishments as per law and

- Fine of Rs 50,000/- with Warning and one term suspension - First time
- Fine of Rs. 1,00,000/- with Suspension for 2 terms from the College- Second time
- Dismissal from the college - Third time

II. (A). 20. Computer Trespass:

Any student who, without authorization, intentionally gains access to a computer system or electronic data of another student, a faculty member, library, department, hospital or any other section of Institute shall be subject to disciplinary action.

Liable to punishments as per law and:

- Fine of Rs 50,000/- with Warning and one term suspension - First time
- Fine of Rs. 1,00,000/- with Suspension for 2 terms from the College- Second time
- Dismissal from the college - Third time

II. (A). 21. Firearms/Explosives:

Any student who, while in any college facility or participating in a college related program, uses or has on his/her personal firearms or explosive materials, shall be subjected to disciplinary action.

Liable to punishments as per law and

- Fine of Rs 50,000/- with Warning and ONE academic term suspension - First time
- Fine of Rs. 1,00,000/- with Suspension for TWO academic terms from the College- Second time
- Dismissal from the college - Third time

II. (A). 22. Photography and posting on web:

Any student engages in photography either with camera or mobile, where such act offends

the person or persons shall be subject to disciplinary action. Posting of information or photograph of any student other than student himself on web is strictly prohibited and shall be subject to disciplinary action.

Liable to punishments as per law and

- Fine of Rs 25,000/- with Warning - First time
- Fine of Rs.50,000/- with Suspension of one term from the College- Second time
- Dismissal from the college - Third time

II. (A). 23. Playground:

Outdoor games shall be played in the designated sports ground only and using of walkways for this purpose shall be subjected to disciplinary action.

Punishments equivalent to as per Damage to property II (A).14.

II. (A). 24. Roofs and attics

College roofs and attic spaces are out of bounds. Forceful Access/Damage to these will attract punishment.

Punishments equivalent to as per Damage to property II (A).14.

II. (A). 25. Waste management and recycling

It is an offence to litter in any location within the College perimeter other than designated litter bins.

Violation is punishable

- First time – Rs. 1000/- with warning
- Second time – Rs 5000/-
- Third time – 10,000/- with one term suspension from the academic classes

II. (A). 26. Mobile Phones/pagers and/or others

Mobile Phones/pagers and other related gadgets should not be used by students in the library, Information System Service Public Access Computer Rooms, Lecture Theatres, Laboratories, operation theatres, outpatient departments, wards or other public teaching/patient care and research areas unless advised by the faculty for Self- directed learning purpose.

Violation is punishable

- First time – Rs. 1000/- with warning
- Second time – Rs 5000/-
- Third time – 10,000/- with one term suspension from the academic classes

II. (A). 27. Library regulations:

a) It is a breach of the Library regulations to attempt to enter Library building by use of another reader's Identity Card. Readers must show their Identity Card or Library Card on request to any member of the Library staff when within the Library.

b) Readers before leaving Library buildings must present all books, bags and briefcases to the guards for inspection. No Library book may be taken out of a Library building except a

book the loan of which is permitted and which has been recorded by the Library staff as being on loan to the reader.

c) Mutilation or defacement of any book or article of Library property is regarded as a major offence.

d) Readers should not use bottles of ink or correction fluid in the Library, nor may such substances be left on desks or in reading rooms.

e) Any marking or highlighting or underlining of any content of any book/journal is strictly prohibited and subject to discipline

f) Silence must be observed as far as possible in all parts of the Library. Use of electrical equipment such as computers, mobile phones, personal stereos, or radios is prohibited. Except in respect of computers in specifically designated areas, the Library does not make power outlets available for such electrical equipment. Users of computers in the Library are reminded that they must also comply with the college's IT and network code of conduct and other regulations for the time being in force.

g) Smoking and the consumption of food and drink are forbidden in all parts of the Library open to readers, and no items of food or drink may be left on desks or in reading rooms.

h) Readers are not allowed to bring visitors into the reading rooms unless special permission is taken from the Librarian.

i) Readers are not permitted to reserve seats by leaving their belongings or books on seats and desks. The Library staff may move any property left at unoccupied desks or seats for more than 15 minutes except for officially reserved seats.

j) Readers are at all times responsible for their own property.

k) Activities like group discussions are strictly prohibited in the reading rooms

l) Those undergraduate students who want to enter postgraduate or staff reading section may do with prior permission from the librarian.

m) Readers are required to comply with the provisions of the **Copyright and Related Rights** acts when making photocopies from material which enjoys copyright protection. Failure to comply may expose student or staff member of College to disciplinary procedures. Breach of the Library regulations will result in disciplinary action by the Librarian, Professor In charge of library and Dean or as appropriate. Appeal against a Library penalty or decision of the Librarian is to the Professor Incharge and he / she in turn may act appropriately after informing Dean. The Disciplinary committee under the Chairmanship of Dean with respect to library, imposes penalties, with the inputs from the librarian for breach of the Library regulations. Penalties may include fines, administrative and other charges, ejection and temporary or permanent exclusion from the Library and/or the College and/or the University, and the confiscation of any personal property brought into or used within the Library in breach of library and/or any other applicable college regulations. The Library shall not be responsible, in any way whatsoever, for any property so confiscated. Graduate and Post graduate students are required to return all books to the Library within one month before the final examination. The Library will submit records of books and fines outstanding to the Dean’s office for the purpose of alerting students to their obligation to clear their Library dues so that they may be allowed to appear in the examinations.

II. (A). 28. Participation in national disease eradication/control programmes:

All medical students have to compulsorily participate in all national health programs and any absenteeism in the national disease eradication/control programmes when assigned by the Institute shall be subject of disciplinary action.

II. (A). 29. Other Punishable Acts:

Any student who, while in any college facility or participating in a college related program, commits any other act which is a crime under Indian law and which act does not otherwise violate a rule of student conduct, shall be subject to disciplinary action.

CONVICTED CRIMINAL CASES

CONVICTED CRIMINAL CASES ;

1. Rustication from the college
2. Payment of full tuition fees of the entire course

FIR filed cases

1. First time: Warning and fine of 50,000/-
2. Second time: Warning and fine of 75,000/-
3. Third time: Suspension from the college

Illegal Admission to the Institution

1. Rustication from the college
2. Payment of full tuition fees of the entire course
3. Deal as per law

II. (B). Initiation and Types of Non - academic Disciplinary action

1. Any college administrator, may take either of the following disciplinary actions against a student, for causes other than classroom misconduct
   a. **Warning**: An oral or written notice to a student that classroom/ practical laboratory/ ward/ OPD / college expectations about conduct have not been met;
   b. **Reprimand**: A written notice, designated as a reprimand, which warns a student for improper conduct and includes a warning that continuation or repetition of improper conduct may result in other / further disciplinary action.
2. A copy of any written warning or reprimand should be provided to the **Dean.**

3. The **Dean**, after meeting or attempting to meet with the student to advise of the potential violation and penalties, may issue a warning or reprimand or take any of the following disciplinary actions against a student, for causes other than cheating or classroom misconduct:
   a. **Probation**: A written statement placing specific conditions upon the student's continued attendance at the college, for a stated period of time not exceeding termination of the student's enrollment. Violation of any such condition shall be cause for further disciplinary action;
   b. **Suspension or Dismissal**: Written termination of status as a student at the college, for a period of time that is limited (suspension) or indefinite or open-ended (dismissal). The written notice should indicate any condition (s) for re-admission, and that written application for re-admission must be made to the **Dean**. Upon receipt of such an application, with justification deemed adequate by the Dean, the student may be re-admitted. No fees will be refunded for the period in which the action is taken;
   c. **Monetary fine or restitution**: A written order, alone or combined with another disciplinary action, requiring the student to pay, within a stated time limit, appropriate restitution for a financial loss caused by the student's misconduct and/or a monetary fine as decided by the appropriate authority.

Failure to pay shall be cause for further disciplinary action and/or recommendation to the vice chancellor for the cancellation of enrollment.

4. Any written notice of disciplinary action under this rule:
   a. shall be either delivered personally or mailed by registered post to the student's last known address,
   b. Shall advise the student of his/her option to appeal under these rules.

II. (C). Appeal against Non-academic Disciplinary action

A student may appeal a non-academic disciplinary action by within time frame given after the earlier personal delivery or mailing of notice of the disciplinary action, a written application for an adjudicative proceeding conducted by the disciplinary board. The Dean has discretion to extend this deadline for good cause.

PART-III
COLLEGE DISCIPLINARY BOARD

COLLEGE DISCIPLINARY BOARD:

The purpose of the disciplinary board is to provide a student with an opportunity to be heard by an independent body with regard to non-academic discipline.

The disciplinary board shall be composed of members from the faculty and the members from administration. The members shall be selected by **Dean.**

Disciplinary committee (Reconstituted on 28th Feb 24)

Chairman:	Dr. Rakesh Sehgal, Dean
Co-Chairperson:	Dr. T. Rajan, VP (Admin & Student Progression)
Members:	Dr. R. Latha, VP (Academics)
	Dr. D. Arunachalam, DMS-1
	Dr. A. Thumjaa, PG Coordinator
	Dr. Nishanth Savery M, CRMI Coordinator
	Dr. M. Sucindar Warden, PG Gents Hostel
	Dr. Ashwyn Anand Nelson, Deputy Warden- Gents Hostel
	Dr. Anusheela Howlader, Warden Ladies Hostel
	Dr. Navin Puttum Warden, UG Gents Hostel
	Dr. R. R. Kumar, SWO
	Mr. Suresh Raman Director-HR
	Mr. L. Perumal Deputy Registrar

Member Secretary: Dr. Lakshmi Jatiya, VP- (Student Affairs)

PART-IV
ACADEMIC RESPONSIBILITIES AND RIGHTS

IV.1. ACADEMIC RESPONSIBILITIES AND RIGHTS

(A). Academic Responsibilities:

Admission to the college carries with it the presumption that students will conduct themselves as responsible and honorable members of the college community. Students are expected to maintain high standards of academic honesty and integrity.

(B). Student Academic Rights:

a) A student has the right to fair and equal treatment in all areas of academic concern.
b) A student has the right to a fair evaluation of his/her academic work.
c) A student has the right to clearly stated criteria for evaluation by the faculty.
d) A student has the right to appeal any academic disciplinary action.

(C). Plagiarism/Cheating:

1. Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty as part of the student's program of instruction, shall commit plagiarism or otherwise knowingly tender any work product that the student falsely represents to the faculty as the student's work product, in whole or in part, shall be subject to disciplinary action.
2. Any student who knowingly aids or abets the accomplishment of cheating (for example copying in any examination), shall also be subject to disciplinary action.

(D). Classroom Conduct:

Any student who significantly disrupts any college class and makes it unreasonably difficult to conduct the class in an orderly manner shall be subject to disciplinary action. It is necessary for all the students to be present inside the lecture hall/demonstration room/ practical laboratory at the scheduled time.

(E). Practical laboratory/ dissection hall conduct:

Any student who does not show proper behavior which significantly leads to disruption of practicals and damage of laboratory property and his or her behaviour is not as per rules and ethical values set for dealing the cadavers shall be subject to discipline.

(F). Wards/ Out patient departments/ clinics:

Misbehaviour with patients or patient's relatives/attendants or indulging in any illegal/ unethical practices with them is liable for disciplinary action

IV. 2. Initiation of Academic Disciplinary action:

1. After considering available information about possible violation of an academic rule:
    a. Faculty member, after meeting or attempting to meet with the accused student, and upon written notice to the student, may report to the **Dean through VP academics** for necessary action through the concerned head of the department.
    b. The Dean, after due deliberations with the division or department involved and meeting or attempting to meet with the accused student, may recommend modification of the instructor's action and/or initiate the appropriate action against the concerned student.
2. Written notice of any academic discipline under this rule
    a. Shall be either delivered personally or mailed by registered mail to the student's last known address, within set academic days after the incidence of the student misconduct or the date the misconduct was discovered or should have been discovered, and
    b. Shall advise the student of his/her right to appeal under these rules.

IV. 3. Student Academic Grievance:

An academic grievance refers to a claim by a student that:

1. A specific grade assigned to the student by an instructor is the result of an arbitrary or capricious application of otherwise valid standards of academic evaluation;
2. The standards employed by an instructor in evaluating the student's academic progress are arbitrary or capricious; or
3. An instructor or academic administrator has made an arbitrary or capricious decision or taken an arbitrary or capricious action which adversely and significantly affects the student's academic standing or career.

IV. 4. Appeal against Academic Disciplinary action; Filing of Academic Grievance:

A student may appeal academic discipline or initiate an academic Grievance redressal to the

a. Concerned Head of the department or
b. In case if he does not get satisfactory answer, he can approach Dean.

Dean in turn may refer to the academic board for further deliberations and suggestions. Taking into the account of the suggestions by the academic board **Dean** can either uphold or dismiss such an appeal by the student.

IV. 5. College Academic Board:

The purpose of the academic board is to provide a student with an opportunity to be heard by an independent body with regard to discipline and/or an academic grievance.

The academic board shall be composed of five members, The board members shall be selected as follows:

a. One Professor & Head each from pre Clinical, Para Clinical and Clinical branches
b. Proctor
c. One member from the college administrative office.

Dean will be the chairperson of this committee

Dean HPE, VP Academics and department heads and Curricular subcommittee member secretaries will be the members and one among them will be the Member Secretary.

PART V
DISCIPLINARY ACTION / GRIEVANCE REDRESSAL

DISCIPLINARY ACTION / GRIEVANCE REDRESSAL

Appeal against Disciplinary action and Grievance Redressal—Type of Redressal Proceeding:

1. A student may appeal against disciplinary action or academic grievance by filing a written application for a redressal proceeding with the VP administration and Student Progression.
2. The **Dean** shall determine, after promptly meeting or attempting to meet with the student,
   a. whether the disciplinary board or the academic board should hear the appeal and
   b. Whether the matter will be heard as a regular proceeding or a brief proceeding.
3. In an academic grievance case or a case where the student is appealing against disciplinary dismissal from the college, the student shall be entitled to a regular redressal proceeding.
4. In any other case, the matter shall be handled as a brief redressal proceeding

(A). Disciplinary action and Grievance Proceedings

Generally:

In both regular redressal proceedings and brief redressal proceedings:

a. The matter shall be heard by the person to whom this matter is directed by the **Dean/ VP-Adminstration and Student Progression.**
b. No person may serve as a designee or board member in a particular case if he/she has direct and significant personal knowledge of the relevant facts.
c. Failure to participate or cooperate in the proceeding may be taken into consideration by the designate and shall not preclude the designate from making a decision.
d. The designee may exclude from a meeting or hearing any person whose conduct is disruptive.
e. The designee and, subsequently, a reviewing officer may affirm, modify, or reverse any previous decision or action in the matter.

(B). Disciplinary action and Grievance—Regular Redressal Proceedings:

In a regular redressal proceeding:

a. Academic board and chairman of this board to make procedural arrangement.
b. The **Dean** shall designate a record-keeping clerk to record hearings.
c. The **Dean** may conduct pre-hearing conference (s)
d. The **Dean** may permit or conduct enquiry as provided in the rules

e. Minimum of four board members shall constitute a quorum and decisions shall require three or more votes.
f. Hearings shall be conducted in accordance with the rules laid down by the Institute/Disciplinary committee.
g. In a proceeding of an "appeal against disciplinary action", the burden of proof shall be on the party seeking to uphold the disciplinary action to establish good cause by a preponderance of the evidence. In a grievance redressal proceeding, the burden of proof shall be on the student to establish his/her claim by a preponderance of the evidence.
h. The initial order shall include a statement of findings and conclusions
i. The initial order shall become the final order, without further action, unless within twenty days of service of the initial order
    a. The Dean will determines that the initial order should be reviewed or
    b. A party to the proceedings files with the **Dean** a written petition for administrative review of the initial order.

V.1. (C). Disciplinary action and Grievance—Brief Redressal Proceedings:

In a brief adjudicative proceeding:

Dean or **Dean's Representative** is sole presiding officer in the hearings and the appropriate decision is communicated to both the parties and if the Dean feels that this matter may be referred to the academic/disciplinary board then this matter may be referred to the respective board

(D). Summary Suspension or Removal:

a. A student who significantly disrupts any college class, function, or hearing and makes it unreasonably difficult to conduct the class, function, or hearing in an orderly manner shall be subject to summary suspension or removal. This summary action may be in addition to any other disciplinary action for the same misconduct.
b. **Dean** on the report of faculty member through concerned Head of the department may summarily suspend a student and/or order removal of the student from all or part of the college facilities for a period of academic days as decided by the disciplinary committee taking into the account the act of indiscipline by the student. The student ordinarily should, but need not be, warned that such action is possible and given a chance to correct the offensive behavior before summary action is taken.
c. The student shall be notified, verbally and/or by a writing mailed by registered post to the student's last known address or hand delivered, of the summary action taken and the time period during which it is effective. The suspension or removal may begin immediately and may be renewed for an additional five-day period.

d. Upon the student's written request, made within five days of the earlier mailing or personal receipt of notice of the summary action, the suspension or removal shall be reviewed by the **Dean**.
e. A student may appeal a summary suspension or removal like any other disciplinary action, by filing an application for an redressal proceeding

(E). Record keeping:

a. The VP **student Affairs, VP-Administration and Student Progression and Dean's office** shall maintain for at least six years the records of student grievance and disciplinary actions and redressal proceedings:
b. Final disciplinary actions shall be entered on student records, provided that the **Dean** shall have discretion to remove some or all of that information from a student's record upon the student's request and showing of good cause.

(F). Brief redressal procedures:

Brief redressal procedures shall be used in all matters related to:

i. Student misconduct proceedings,
ii. Parking and traffic violations, permits, fines, and penalties;
iii. Outstanding debts owed by students or employees;
iv. Loss of eligibility for participation in institution sponsored athletic events;
v. Refund of tuition and special fees

PART VI
CHARACTERISTICS OF PROFESSION

A medical student characteristic

a) Morality & Integrity
b) Code of Ethics
c) Service
d) Knowledge
e) Altruism
f) Autonomy
g) Accountability
h) Professional Associations

a) Morality and Integrity

A fundamental characteristic of the medical profession is the expectation that their individual members and the associations and institutions representing them are „moral and carry out their activities with integrity.

b) Service

The knowledge must be used in the service of others, namely individual patients and society in general.

c) Altruism

The Trust placed in the profession and the privileged status are only justified if we consistently place the interests of individual patients and society above our own.

d) Knowledge

The professions are given stewardship over a body of knowledge, are responsible for the integrity of the knowledge base, its proper application, for its expansion and for its transmission to future practitioners and the public

e) Autonomy

Professions are granted autonomy in order that they may respect the autonomy of the individual patient, and act in the best interest of both their patients and society as a whole The Professions autonomy should be recognized under the broad heading of self regulation. It is the general respect for the personal autonomy of both physician and patient alike that ennobles and professionalizes the relationship.

f) Accountability

Physicians are accountable primarily to their patients and to their profession, to the wider public and to third party payers.

g) Professional Associations

Collegiality establishes common goals and encourages compliance with them The Independent Associations and State sanctioned Licensing Bodies responsibilities include the setting and maintenance of standards, discipline of unethical behaviour, setting and maintaining educational standards

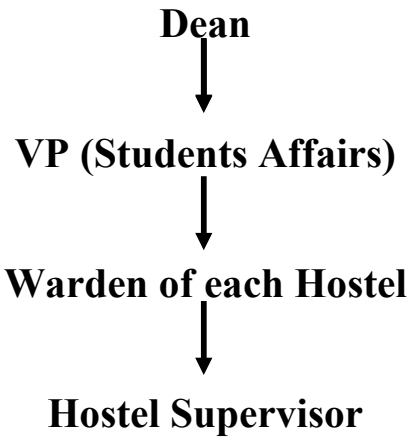
UNIVERSAL PRINCIPLES OF ETHICS

a) Beneficence
b) Truthfulness
c) Non maleficence
d) Confidentiality
e) Fidelity
f) Justice

SECTION: II

HOSTEL ADMISSION AND CODE OF CONDUCT FOR HOSTELLERS

Governance of Hostels



AIMS

- To provide safe, furnished, and comfortable accommodation with good surroundings to students.
- To inculcate self - discipline, healthy habits, exemplary character, high values and confidence in the youngsters.
- To provide care and supervise the well-being of hostellers.
- To provide homely, lively and healthy atmosphere congenial for the academic achievements.
- To give an opportunity to interact freely, organize, lead and give good experiences for development of student's personality.
- To sort out students grievances, if any.

RULES FOR HOSTEL ADMISSION

1. Rooms will be allotted, taking into consideration the priority of the application, seniority in the courses of studies, results at examination held earlier and other such criteria. No allotment will be made to students who have not paid their college tuition and other fees.
2. Application for accommodation, in the prescribed form only, should be submitted in the College office.
3. The Hostel admission shall be effected by the **Chief Warden, Hostel Administration** on the **recommendation of the Dean** and shall be confirmed on payment of the Hostel Fees and the Hostel Deposit.
4. Hostel admission is applicable only for one academic year, extendable at the discretion of

the authorities.

5. Once admitted in hostel, student should occupy the room within 15 days from admission, failing which his/ her admission will be cancelled and seat will be allotted to waitlisted Candidate.
6. Once a student has been admitted to the hostel, he/ she will not be permitted to leave it till the end of the term if, however, he/she leaves the hostel in contravention of this rule, he/she will be liable to pay the rent and other establishment charges as decided by the Dean.

Terms and conditions for payment of accommodation and mess fees

a) Terms (as applicable to each batch)
b) On completion of academic term, the students shall compulsorily vacate the rooms before going home after the University exams to carry out room renovation. Hostel and mess fees and any other dues pertaining to the term should be paid before joining the college on commencement of next academic year.
c) In case of non- payment of fees and other dues the student will be permitted to stay in the guest room ONLY on advance payment as per the existing charges. Failure to pay the fees, the student will be asked to vacate the guest room.
d) In case a defaulting student wants to rejoin the Hostel, he/she will be allowed to do so only on payment of Hostel and mess fees.
e) Every applicant for admission to the Hostel will be required to pay a hostel caution money deposit. This sum will be returned to the student in full soon after he/ she finally leaves the hostel provided there are no outstanding dues of any description recoverable from him/ her.
f) Application for refund of caution money should be submitted to the Dean, in the hostel office through the respective hostel warden at the time of leaving the hostel. Claims for refund of caution money received more than three months after leaving the hostel will not be entertained and the same will be forfeited.

PART-IX:
DAILY MANAGEMENT OF HOSTELS

We encourage the students to participate in the daily administration of hostels. At the start of every term after the new allotment of rooms in the Hostels to the applicants the following procedure for the efficient and smooth internal functioning and administration of the Hostel will be followed.

Each hostel shall have a committee of office bearers for the day-today management of the Hostel consisting of 1) General Secretary of the Hostel. 2) Joint Secretary. These are to be elected or nominated by the student- body residing in that hostel to hold office for one term/or till such time the next committee is elected / nominated.

It is their joint responsibility of the Hostel management committee to see that :

i) A peaceful and academic atmosphere is maintained all times in the Hostel during the term of their office.
ii) The Premises are secured against damage, misuse, theft etc. by either residents /outsiders.

iii) Any complaint related to efficiency and smooth-running of the Hostels amenities in all aspects are first scrutinized by the committee and decided upon and if necessary forwarded to the Dean through the warden. Such complaints / requests and applications should be made in writing addressed to the Dean through proper channel.

iv) All the property loaned to the residents such as furniture, fixture utensils are frequently checked for wear and tear or otherwise accounted for and reported to the college authorities through proper channel.

The Warden will convene the meetings of the Hostel Committee as and when required. Students' problems, if any, shall be discussed in these meetings and the students grievances shall be redressed.

PART-X:

AMENITIES

The students are provided with basic amenities like bed, table, chair, small cupboard, and all other usual fittings like ceiling fan. The rooms are spacious, airy, and illuminated. AC rooms are available, if required, non-AC room will be provided. The water supply is available for 24 hours.

PART-XI:

HOSTEL RULES (GENERAL)

XI.(A). Supervision

1. The supervision and control of the students residing in the hostels will rest with the Dean. He will be assisted by the Chief Warden, wardens & supervisors of respective hostel & the managerial staff of hostel section.
2. The Chief Warden will have the powers to supervise, regulate and control the students in matters of accommodation, discipline, studies, and general conduct. He / She will enforce the rules laid down in this connection. The Chief Warden will be assisted in administration by the wardens.
3. **No student is allowed to change his or her room unless permitted by the warden**.
4. **In all matters of dispute, the Chief Warden's decision shall be final.**
5. The RIGHT to admit / cancel hostel admission and to form a new rule, if required, is reserved with the Dean to keep peaceful, secured & healthy atmosphere in hostel premises.

XI.(B). Extra-curricular activities

1. No **sports** are played at any time in the verandahs, quadrangles and places not intended for games.
2. The students will be allowed to celebrate certain functions/**festivals** of their interest, with prior permission and only at the place provided by the Dean, The festivals like Holi, Diwali, will not be permitted in the hostel premises. The **firework/crackers are also strictly prohibited within the hostel premises. For playing colors and bursting crackers only football ground will be used with prior permission.**
3. Students are advised not to form separate groups, plan short tours or picnics, site seeing etc; such activities shall not be allowed by the Warden. However, with prior permission, and on undertaking from the parents of the concerned student, this may be permitted.

XI.(C). Forbidden Activities

1. **Smoking, consumption of alcohol, tobacco and gutkha etc, are strictly prohibited** in the hostel premises and institute campus. Hence, if anybody is found indulging in these activities, case will be charged as per the IPC rules and a strict action will be taken.
2. **Ragging:** Any act of teasing, manhandling, using abusive words, physical or mental torture and such other type of act which creates physical or mental tension on another student or a group of students shall be treated as ragging. Ragging is a legally cognizable offence. The management of the hostel will strictly curb any activity leading to ragging, fighting, teasing, abusing each other. Strict action will be taken against defaulters, under the Ragging Prevention Act (as per the supreme court of India ruling). The students engaged in activities mentioned above shall immediately be expelled from the hostel and college / institute. He/she will be permanently debarred from the roll of the institution. The hostel fees, the deposit and tuition fees of college/institution etc of such students shall be forfeited and the decision of the Dean on the recommendation of the proctor / Warden will be final & binding on the student and her/his parents.
3. **Photography of others or their property,** in any form, including through mobile camera, is forbidden in the college campus.
4. **Shouting**, loud singing, playing and loitering in corridors is strictly prohibited. Silence Hours will be observed from 9:00 p.m to 6:00 a.m on all days. No noise of any sort will be permitted during the silence hours. Serious notice will be taken of the breach of this rule.
5. Affixing of **Photos**, wall-paper, indecent posters, stickers on the walls and glass panel is strictly prohibited.
6. Playing cards, musical instruments, audiovisual devices in the manner which is disturbing the others is strictly prohibited.
7. **Spitting is strictly prohibited.**
8. Hostel and mess employees should never be sent on personal work.

XI.(D). Maintenance & Sanitation

1. Each student will be supplied with a cot, a chair, a study table and a shelf, for the safety of which he/she will be responsible and answerable. He/she will be held responsible for the damages to the room and to the **furniture** supplied to him/her. Nailing the walls or defacing or writing on benches, tables, chairs, doors, walls, cupboards etc is strictly forbidden. In all such cases students will have to pay for such damages as assessed by the Warden.
2. The rooms should be kept quite **clean, neat** and **tidy.** Garbage should be thrown only in the dust-bins. Isthara app should be used for registering room cleaning requests.
3. Minor alterations / fixtures for routine requirements may be permitted only with the prior permission of the warden and once done, will become the property of the Hostel.
4. Staff would be provided to the hostel to sweep the external area and keep the premises clean. All complaints such as those regarding **sanitation** etc. concerning the hostel should be made to the Hostel Supervisor who will look into them and take necessary steps to rectify the same.

XI. (E). Hostel Rooms & Timings (for undergraduate students)

1. Students must use the premises allotted to them only for the **purpose** of residence, study and within limits prescribed by these rules.
2. Students should be as **economical** (cost-conscious) as possible in the use of electricity and water. AC, Light and fan should not be kept on unnecessarily. Lights & fans should be switched off when the students go out and rooms are locked.
3. No student should be **absent from the hostel beyond 09.30 P.M.** except with written permission of the Warden. All applications for leave of absence from hostel should be written in a specially provided "Leave Form". This form should be duly filled in and submitted to the Warden and his permission obtained before leaving the hostel. The format enclosed as Annexure-I need to be used for this purpose. Leave notes written on scraps of paper will receive no attention.
4. Students are not authorized to go **out of station/leave station** without prior notice and permission of the Warden. If any student wishes to leave station, he/she should apply to the warden in writing, stating the date and time of his/her departure and return and also the place to which he/she is going. He/she should give his/her postal address & Mobile Number during the absence from hostel. All students shall give in their application forms, the names and address of persons in Puducherry or Near Puducherry with whom they are permitted by their parent/guardian to stay out night or spend short holidays.
5. **Girls** are not allowed to enter the Boys hostel and vice-versa.
6. Students are advised not to keep any **valuables** such as gold, cash etc. in their rooms.
7. The Hostel is not responsible for the theft or loss of any article belonging to the student.
8. Resident students must keep the keys of their rooms always with them. The rooms should be locked when the students leave their rooms for whatever reasons.

9. If a student is found to be **irregular** in attending classes and practicals without any reason, he or she shall be asked to leave the hostel even during the term without any prior intimation. The students involved in "mass bunking" or having less attendance in class shall be expelled from the hostel.
10. Permission to stay during the **vacation** may be given by the Warden on written request. Personal belongings of student's proceedings on vacation may be left behind in the hostel till their return. All such articles must be packed and labeled properly and entrusted to the Hostel clerk for safe custody, with their inventory. A receipt will be issued for the articles held in safe custody which should be surrendered when the articles as claimed again.
11. Vehicles- two and four wheelers are banned for undergraduates in the Campus.
12. **Use of electrical appliances in the hostel other than those provided by the institution are strictly prohibited.** No refrigerator, television, microwave, electric iron, geyser, washing machine is permitted in the rooms of the hostel without the permission of the authorities. The college is not responsible for any accidents occurring due to the use of such appliances. Any private electric appliance found in any of the rooms will be confiscated. Infringement of these rules will be severely dealt with. If someone is found to be using such appliances, action will be taken against him/her and a **fine of Rs.1000/-** will be charged.

XI.(F). Complaints

1. All complaints related to hostel activities should be addressed to the Warden only.
2. All matters relating to **differences** among students and complaints about hostel supervisors and housekeeping staff shall be reported to the Warden. The Warden will take such action as he / she thinks necessary to resolve the problems in consultation with Chief warden.
3. A student who **misbehaves** in the institute shall also be liable for expulsion from institute / hostel.
4. If anybody is found in infringement of security guard instructions, **misbehaving** with the faculty or staff of the college, misbehaving in the hostel premises or college premises, on road and doing unfair means, which will damage the image of the Institution, is liable for the punishment
5. The student's **discipline** and general behaviour is of paramount importance. On receipt of a report by the Warden either in writing or orally relating to the indiscipline of a student from other students/representatives he would take immediate action as required in consultation with proctor.
6. When a student appears to the warden / other officials to be **undesirable** or otherwise unfit to be a resident student due to his/ her persistent neglect of studies, Hostel rules or for any other causes, the Disciplinary Committee has the powers to expel such a student from the hostel, even without notice. Any student involved in an indecent, rude behavior with the hostel authorities, staff, security personnel or the inmates of the hostel is also liable for expulsion from the hostel. Action will also be taken against a student engaged in shouting in mess, using abusive words on friends or attenders and for indecent behaviour

in the mess.

7. Occupants of each room will be responsible for safety of the tube and fan fittings. In case of any fault arising in the **fittings** the students in the room will report the matter to the Hostel Supervisor. The Hostel Supervisor will arrange for proper repairs or replacements of spare parts at the earliest. Students should not meddle with electric fittings in their rooms or make extra connections from them; Tampering in the electrical connections is seriously forbidden.
8. No student shall undertake to **repair** himself any damage to rooms, fixtures or furniture. He/she will report to the Hostel Supervisor who will then arrange to have it repaired.
9. **Illness** must be immediately reported to the room partner, student representative or to the Warden who will make arrangements for necessary medical treatment. The immediate medical treatment will be provided by the AVMC Hospital. If sickness of a hostellite needs hospitalization arrangements are made under intimation to the local guardians/parents wherever necessary. The expenses on account of hospitalization and medical treatment are covered by AVMC Health care services.
10. In case of **emergency**, if the student is stuck somewhere in the city or elsewhere, he / she should immediately contact the Warden/Hostel Office/Head of the Institution/Security office.

XI.(G). Guests

1. **Guests** are not allowed to stay in the hostel. Visitors (Parents, relatives, local guardians, friends & non-hostellite colleagues) are allowed to visit the hostel inmates in the hostel between 10:00 A.M. to 7.00 P.M. All visitors and friends should be received in the visitors room. Visitors must leave the premises before 7.00 P.M. except on special occasion on which the Warden has given permission for a longer stay.
2. Unauthorized outsiders or strangers are not permitted to visit the college Hostel at any time in the day or night.
3. If unknown suspicious persons are found moving around the hostel premises, they will be handed over to the security staff/police.
4. All students are advised to extend their fullest co-operation to see that no unauthorized persons enter the hostel premises. If they happen to find any such person, they should immediately inform the warden for further action.
5. Invitation may be extended to the resident lady students collectively for feasts and other such occasions by the Secretaries of the Mess with the previous approval of the warden.

XI.(H). Additional Rules for Girls Hostel

1. The Hostel will be open from 6.00 am to 9.00 pm for occupants. All hostel residents should take prior permission for extension of time after 9.00 pm under the special justified circumstances.
2. With permission, relatives can meet the students in the Guest room only, after entering their details in the visiting Register. The visiting timings are from 7 am to 9 am and 5 pm to 7 pm on working days and 8 am to 7 pm on holidays / Sundays. No visitor will be allowed

to visit the student's room.

3. The Permission of the warden should be obtained in advance while going out of station. The student will have to make entry to that effect in the register maintained at the hostel office. She must write the address of the place where she is going, along with contact telephone number.
4. Lady students of the college residing in the hostel should not invite or admit any male students to their hostel premises. Any breach of this rule will be taken note of seriously and the parent/guardian of the students concerned will be informed and other necessary action may also be taken at the discretion of the warden. Lady students however are permitted to receive and speak to their near relative in the guest room of the hostel. Special permission of the warden may be given on application by the lady student or the visitor.

PART-XII:

OTHER RULES FOR HOSTEL STUDENTS

1. No outsider is permitted to stay / play in the guest room.
2. Furniture etc. in the room should not be moved to any other place / room or be given to anybody else.
3. Students are not allowed to cook in the hostel rooms.
4. Common kitchen facility with induction stove, microwave, electric kettle and refrigerator is provided in UG, PG and CRMI ladies hostels.
5. The student should always carry his / her identity card and the same should be presented when asked by the authority / security personnel.

PART-XIII:

MESS FACILITY

The mess of Hostel will be managed by a contractor or students. Rules regarding the working of the mess have been made and displayed on the Mess Notice Board. Resident students are expected to observe these rules scrupulously. Hostel residents will be compulsory member of the mess. Charges will be decided by the college authorities.

Outside Vendors are not allowed to come into hostels & supply food on daily basis; students are discouraged from getting food from outside; those who do get food from outside are at their own risk; the mess may not be functional on festivals; food may be supplied on holidays on prior request by a sizeable number of residents.

PART-XIV:
ROLE OF WARDEN

The following duties are assigned to the warden. All resident students should note them carefully and see the warden in all day-to-day difficulties.

a. To maintain a list of students along with permanent addresses of guardians & such other information as may be required.
b. To be vigilant and observe the students in the hostel.
c. To supervise all the co-curricular and extracurricular activities of the resident students to give proper advice.
d. To sanction leave permits of the Resident students.
e. To organize and attend hostel meetings and report to the Chief Warden from time to time the difficulties and suggestions of resident students.

PART-XV:

ACTS OF INDISCIPLINE
THE FOLLOWING ACT OR ACTS ON THE PART OF STUDENTS WILL BE CONSIDERED AS INDISCIPLINE.

a. Failure to produce IDENTITY CARDS on demand by Faculty/College Staff, Warden / Security personnel etc, at any time and place within the facility /College, Hostel, Campus and Library.
b. Indifferent reply to any query.
c. Entering the rooms of others when the occupants of the room are absent in their rooms.
d. Keeping weapons including Hockey-Sticks, lathies, Knife etc. in the hostel-room in possession of the student.
e. Irregular attendance and persistent un-authorised absence from hostels.
f. Possession and /or Consumption of alcoholic drinks/intoxicating drugs etc. and/or found drunk in the Campus.
g. Damaging or defacing any property of the Institute or do any act reasonably likely to cause such damage or defacing.
h. Engage in any conduct within or outside the Institute, which is, or is reasonably likely to be clearly detrimental to the Institute's purpose and image.
i. Disregard of facility /College and hostel rules, orders & notice.
j. Disregard of orders/instructions of the members of the Faculty/College.
k. Noisy, boisterous, disorderly and obnoxious behaviour.
l. Ragging in any manner.
m. Lack of punctuality in attendance, payment of college dues and in other matters where dates and time of any duty, functioning or obligation are prescribed.
n. Recourse to false or fraudulent statements or acts.

PART-XVI:
DISCIPLINARY ACTIONS

If any of the above acts is done by any of the students, disciplinary actions will be taken by the appropriate authorities or the competent agency of the Institute depending upon the quantum of misconduct after following the procedure by the competent authorities as provided under the rules:

XVI.(A). NATURE OF PENALTY

X.VI. (A).1. Minor Penalty

a) Warning, Censure, Fine
b) Penalty in terms of recovery of loss or damage in cash or kind.
c) Place the students concerned on probation for a certain period.
d) Academic suspension for a specified period

XVI. (A).2. Major Penalty

a) Expelling the student from the hostel for a specified period
b) Debarring the student from pursuing studies in any of the Faculty/Institution of the University for a specified period.
c) Minor & major penalty in any combination may be imposed.

XVI. (B). Procedure

Whenever any of the acts comes to the notice of the competent authority (Disciplinary) the same authority will issue a **notice** to the student concerned to appear for an enquiry and is asked as to why disciplinary action should not be initiated against him/her.

Post enquiry the recommendations of the said committee is sent to the Dean for appropriate action regarding imposition of penalty.

Penalty will be imposed by the Dean of the Institution after following the procedure as given below:

1. While conducting an enquiry/investigation, the Disciplinary Committee should go into the causes/circumstances leading to the acts of indiscipline / violence and if the root cause is found to lie with academic or administration lapse, such as late submission of results, delay in declaration of admissions, availability of mark lists, irregularity in taking classes etc. such findings should be noted and the committee should report the findings along with erring parties

for necessary action. In such a case, the act of violence/indiscipline on the part of students should be looked at with due moderation.

2. Whenever elements other than students belonging to the Faculty or the Institution where indiscipline or violence are involved, the incident must be fully investigated by the Disciplinary Committee of the Faculty.
3. Before a penalty is imposed all the aspects should be taken into consideration.

X.VI. (C). Appeal:

Disciplinary committee will be appointed by the Dean of the Institution. The appeal is to be filed within a period of 15days from the date of the order of penalty. The appeal filed after the expiry of 15 days from the date of communication of the order, will not be entertained.

X.VI. (D). Constitution of Faculty level disciplinary committee for hostels:

This will consist of the following:

1. The Dean
2. The Hostel Wardens.
3. 4 senior faculty members
4. Representative of hostel residents

Annexure - I

Aarupadai Veedu Medical College & Hospital
Hostel Leave Application Form
(Student Copy)

Full Name_____

Room No._____Year_____Roll No. _____

Student Registration No. _____

Name and Address of the person with whom staying

_____

_____

Contact No: _____

Whether Parent / Local Guardian _____

Day, Date and Time of Departure _____

Day, Date and Time of Arrival _____

Signature of Student

Date : Warden Signature
Time :

Annexure-II

Aarupadai Veedu Medical College & Hospital
Hostel Student's Leave Record (office purpose)

Name _____

Room No._____Year_____Roll No. _____

Student Registration No. _____

Sr.

No.

Departure

Arrival

No of Days

Date : Warden Signature

Annexure-III

Aarupadai Veedu Medical College & Hospital,
Request letter for certificate

Date :

From

Student Name :

Year & Batch :

At present Batch :

Semester :

Phone Number :

To

The DEAN,

Aarupadai Veedu Medical College & Hospital,

Puducherry.

Respected sir,

Herewith I request you to kindly do the needful to issue me the ……. certificate for the purpose of ……

Thanking you sir.

Yours faithfully,

Annexure-IV

Aarupadai Veedu Medical College & Hospital,

Request letter for 'ON DUTY'(OD)

Date:

From

Representative / Student Name :
Year of study :
Admission year batch :
At present batch :
Semester :
Hostel room no. :
Phone Number :

To

The DEAN,
Aarupadai Veedu Medical College & Hospital,
Puducherry.

[Through proper channel]

Respected sir,

Subject: Request of OD to attend _____ -Reg

Herewith I request you to kindly give “On Duty” for the following students / me to attend the below mentioned curricular/ co-curricular / extracurricular activity.

Sl.No	Details	Particulars to be filled by students
1	Programme name	
2	Programme type	
3	Programme date	
4	Organizing Secretary name and phone number	
5	Organizing department name	
6	Programme organizing College Name	
7	Address of the college	
8	Transport required	

- Herewith I inform that there is no IA is scheduled on these days
- I am aware that I have to maintain a minimum stipulated percentage of attendance, including this leave availed.

Thanking you sir

Yours faithfully,

Note:

- Curricular: Seminar, Quiz, Workshop, Symposium, Model making
- Co curricular: Conference, Research methodology
- Extracurricular activity: Fine arts ,Cultural, Sport event and Tour

Enclosure :

- Invitation copy
- List of students

Faculty accompanying details:

Sl.No	Faculty name	Designation	Department	Phone number	Signature

Details of transport: Self /College to be provided

Sl.No	Vehicle type	Vehicle number	Driver name	Start time	Reaching time

Signature of Forwarding authority:

- Concern Department HOD –

- Concern Hostel Warden -

(To talk with parents)

- Vice Principal with seal -

DEAN

Annexure-V

Aarupadai Veedu Medical College & Hospital,

Request letter for Leave

Date:

From
Student Name :
Register number :
Year of study :
Admission year batch :
At present Batch :
Semester :
Hostel room no. :
Phone Number :

To
The DEAN,
Aarupadai Veedu Medical College & Hospital,
Puducherry.

[Through proper channel]

Respected sir,
Subject: Request - leave/permission on _____-Reg

Herewith I request you to kindly permit me to take leave from …… to……
for……
I am taking this leave with the knowledge of my parents.

Thanking you sir.
Yours faithfully,

Enclosure:
1.
2.

Signature of CONCERN WARDEN for hostilities/PARENT for days scholar:
Signature of PARENT departments HODs with seal
1.
2.
3.
4.
5.
Signature of CLINICAL POSTING department HODs with seal
1.
2.
Forwarding authority (VICE PRINCIPAL) for approval:
Note: I, II, III MBBS students should get permission from community medicine department also